

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **LICENSING**

General
Schedule Number ▶ **8**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Inspection Reports - Licensing Boards	Agency	3 years	0 years	3 years	Destroy
2	Reports on Boxing & Wrestling Events, Special Requirements	Agency	5 years	0 years	5 years	Microfilm & Destroy
3	Requests for Information	Agency	90 days	0 years	90 days	Automatic Disposal
4	Renewal Forms - Updated Annually	Agency	2 years	0 years	2 years	Destroy
5	Lists-Rosters of Licenses (continuously revised)	Agency	1 year	0 years	1 year	Destroy
6	Index of Licenses (continuously revised, updated)	Agency	5 years	0 years	5 years	Destroy
7	Complaints Against Licenses	Agency	5 years	5 years	10 years	Microfilm & Destroy
8	Continuing Education Records (summarized to log, cont. updated)	Agency	3 years	0 years	3 years	Destroy
9	General Correspondence, including correspondence to board	Agency	3 years	0 years	3 years	Archives
10	Board Prepared Examination Papers	Agency	5 years	5 years	10 years	Destroy
11	Incomplete Files-Disapproved Applications, Forms, Exam Failure Applications, Denied Licensure Applications, Notices	Agency	5 years	5 years	10 years	Destroy
12	Deceased License Files	Agency	1 year	0 years	1 year	Destroy
13	Inactive-Retired-No Longer Licensed Files	Agency	5 years	0 years	5 years	Destroy
14	Permanent Licensee Files (Major Files/Records)	Agency	Permanent	Permanent	Permanent	Permanent while active

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
15	Obsolete or Revised Licensing/Application Forms	Agency	1 year	0 years	1 year	Destroy
16	Duplicate License Forms	Agency	2 years	0 years	2 years	Destroy
17	Minutes of Board Proceedings	Agency	Permanent	Permanent	Permanent	Microfilm, Permanent retention, Archives
18	Revoked/Suspended/Voluntary Surrender of License Records, Files	Agency	10 years	0 years	10 years	Destroy
19	Examination Records of National Testing Facilities	Agency	5 years	5 years	10 years	Destroy
20	Real Estate Complaint/Investigative Reports	Agency	5 years	0 years	5 years	Destroy
21	Real Estate Hearings/License Legal Actions	Agency	10 years	0 years	10 years	Destroy